

Information Packet for Candidates
considering the position of Youth and
Christian Education Director for
Advent Lutheran Church, Melbourne,
Florida.



Advent Lutheran Church

7550 N. Wickham Rd., Melbourne, Florida 321-259-8515 www.adventsuntree.com

March 4, 2010

Greetings in the name of Jesus, the savior of the world!

I hope this letter finds you in good health and finding joy in your relationship with God, made possible through Jesus Christ.

My name is Dave Jahn and I am the Senior Pastor at Advent Lutheran Church. If you are reading this letter I assume that you are someone who is considering serving alongside us as our Youth and Christian Education Director.

In my year of serving Christ in and with this congregation (my first Sunday here was February 15th, 2009) I have been amazed and surprised in so many ways.

I was amazed to see the many ways this congregation reaches out to bring the love of God into our community, especially among the needy.

I was amazed to see how many opportunities for worship, growth, fellowship, and service happen every week and for every age group.

I was surprised to find that, in a congregation with such a large segment of retired folks, there is a vibrant, deeply committed and Spirit-filled Youth and Christian Education program. This amazing program was built by our previous staff leaders (Matt and Emily Miner) and is currently being driven by an outstanding group of volunteers.

It is impossible in a cover letter to adequately give a sense of all that God is doing in and through the ministry of Advent Lutheran Church (for more details, history, etc. please check out our web site at www.adventsuntree.com). If you are looking for a challenge through which you can help good people grow in their relationships with God, I would be delighted to talk with you more.

Check out the attached information and let me know what you think.

Sincerely in Christ,

Pastor Dave Jahn

Position – Youth and Christian Education Director (YCED) at Advent Lutheran Church, Melbourne, FL
40 + Hours per week.

Supervised – Reports directly to Pastor Dave Jahn.

Job Description

This is a hands on position requiring excellent planning, managerial and people skills to lead adult volunteers in all aspects of Advent's youth programs and Advent's Christian education programs (including adult education programs). It requires solid character and good judgment as the position is responsible for leading, developing and counseling our youth in the values of the Christian faith as taught by the Lutheran Church. The position will interact with all functions of the church to integrate our youth into the broader church family.

Expectations

- 1) Recruit, train, facilitate, empower, and oversee the lay leaders who direct our youth ministries, and parent volunteers who assist all youth ministries at Advent Lutheran Church.
 - a. Responsible for seeing to it that all youth programs have ample adult leadership and backup volunteer support.
 - b. Responsible for seeing to it that all adult leaders have excellent curriculum and plans for each meeting and event, including strategic planning, coordinated schedules and clear methods of communication.
 - c. Responsible for mentoring adult leaders.
 - d. Responsible for seeing to it that all adult leaders are well-trained and supported in their efforts to lead the groups with which they are working, and that they have access to resources for those efforts.
 - e. Maintain a personal involvement with each of the youth groups as needed to oversee and support the adult leaders and to develop a personal connection with the kids.
 - f. Responsible for knowing each kid at Advent, and attending Advent functions other than youth activities in order to develop connections with new kids.
 - g. Responsible for making sure parents of our youth are informed and involved in the youth programs.
 - h. Responsible for seeing to it that the entire congregation is regularly informed and kept "on board" regarding Youth activities and invited to participate in activities as appropriate.
 - i. Responsible for researching youth programs and developing strategies to improve existing programs (perhaps benchmarking and coordinating with other ECLA programs in the area.)
 - j. Responsible for creating opportunities for mentored social time in and around the youth programs.

The above responsibilities will involve LOTS of phone calls and "face time" with adult leaders, potential leaders, kids, and parents. It will also involve time with the kids, particularly in the evenings and on weekends, but more of the actual ministry time with the kids will be accomplished by the adult leaders than by the YCED. The YCED will be a person that the kids know and enjoy spending time with, but she/he will not be seen as the leader of "their" group.

Managing these programs will also require managing the budgets associated with these programs, so some familiarity with efficient and effective use of funds will be important.

- 2) Recruit, train, facilitate, and empower the lay leaders who direct our Christian Education ministries.
 - a. Working with the Council Representative for Christian Ed., the YCED will assist in recruiting teachers so that there are always ample teachers for each educational offering.
 - b. Working with the Council Representative for Christian Ed., the YCED will see to it that each teacher is adequately trained, provided with excellent curriculum, and supported in his/her role as a teacher.
 - c. The YCED will “roam” on Sunday mornings, supporting and evaluating all CE offerings through the CE team.
 - d. The YCED will attend mid-week Bible Studies and educational offerings occasionally in order to provide any needed support or input.
 - e. The YCED will provide ideas and plans and support to improve any programs that are not functioning well in cooperation with the CE committee.
 - f. The YCED will meet at least monthly with the Council Representative for Christian Ed.
- 3) Direct, manage and implement special programs, such as VBS, Mission Trips, and camps in cooperation with the youth group leaders.
 - a. Working with youth group leaders to facilitate communication about special programs.
 - b. Working with parents to encourage attendance at special programs
 - c. Managing registration, fund raising, and transportation for special programs
 - d. Attending the at least a portion of each special program to facilitate the program and build community with the youth.
- 4) See to it that all Youth and Christian Education programs are actively promoted so that the congregation and the community are excited about what God is doing in these areas of ministry.
- 5) Regularly attend worship and become an active and vital member of our Advent community.

Qualifications

The applicant should have a deep love for Jesus, a firm commitment to the church, as Christ’s body on earth, and a passion for helping youth and adults grow in their faith. Specific training in youth ministry and outreach, and/or a certification in youth ministry or teaching is preferred. The applicant should have at least 2 years of experience in Christian youth programs, preferably for ages 10 through 18. The applicant needs patience, an inquisitive mind, a love of kids, high energy, the ability to energize others, good organizational skills, and a desire to grow and learn in their own faith. The applicant must be a “team player” as she/he will be working with a staff team that considers all ministries of Advent Lutheran Church to be part of one common mission. A thorough background check will be part of the application and interview process.

Youth Ministry Mission Statement

The mission of Advent Lutheran's youth program is to help the youth at Advent to establish and grow in a strong relationship with God. We will do this by providing positive influences for our children and youth; by assisting and guiding them towards achieving a principled, Christ-led lifestyle, and by helping them to grow into confident, competent, caring disciples of Jesus who are active in their church, their community and their families.

Objectives

- Provide a dynamic setting for teaching the Christian faith through Lutheran principles and to instill a personal commitment of faith in Christ as well as an understanding of that commitment.
- To develop and instill a meaningful and devotional prayer life.
- To increase knowledge of the Bible and an understanding of how to apply this knowledge in their daily life outside the direct influence of the church.
- To help youth grow in understanding and acceptance of themselves.
- To provide leadership opportunities for the youth to support their development into productive, thoughtful adults.
- Create a strong bond among the youth as they experience and share similar events, activities and emotions with their peers.
- Within the youth group, create a dynamic participation with all other functions - service and social - within the church. (service: readings, choir, acolyte, ushers, drama, etc. -- social: interaction or participation in all church social events)
- Provide opportunities for fellowship and mission outside the church through community outreach and missions.
- Provide access to qualified, trained professional youth leadership (either Pastor or YCED) to provide faith based counsel to youth as needed.
- Teach and develop strong values of responsibility, respect and morality in all aspects of life.
- Assure all youth are welcomed, informed and involved in the program.
- Assure the congregation is informed in the activities of the program and are offered the opportunity to support and participate in the program as appropriate.
- Provide many opportunities for family involvement in youth education, service and activities. (don't have the same 4 or 5 faces at every function)
- Achieve growth in the youth program in both numbers and dynamics.
- To enlist and equip adult leaders who will work effectively towards these objectives.
- To enlist the entire congregation in working toward the growth of this program through evangelical recruitment of youth and families.

Compensation (salary & benefits) package between \$28,000 and \$37,000 depending on level of experience.